



CSRC NCEU PROGRAM GUIDELINES

Introduction

NCEU sessions for the Annual Educational Meeting will be offered to companies for support. Selection of programs will be on a first come basis and the content and related expenses will be the sole responsibility of the supporting company.

CSRC will assume NO responsibility for the presentations other than to ensure that they are professional and do not violate any standards for a program that is offered to a CSRC attendee.

GENERAL COMPANY RESPONSIBILITY

Speakers, room rental and arrangement, food, staffing and any related reports will be the responsibility of the supporting company.

CSRC RESPONSIBILITY

CSRC will:

- ◆ Promote the program on its website prior to the meeting;
- ◆ Provide up to two mailings of brochures/flyers to CSRC members and registered program attendees;
- ◆ Hand out a program announcement to attendees when they register for their hotel room;
- ◆ Distribute the program at the CSRC Registration Desk;
- ◆ Post a sign at the entrance to each session indicating that it is a NCEU activity, does not offer CEU and that CSRC has not been involved in the selection of faculty or presentation content.
- ◆ Provide **two complimentary program registrations** for support of a \$ 5,000 NCEU Presentation

NCEU PROGRAM FEES/PAYMENT

- ◆ Opportunity fee... \$5,000 (Paid to CSRC executive office within 14 days of a commitment to hold a NCEU Presentation). May be paid by check, bank transfer or credit card (see NCEU Application)
- ◆ **A non-refundable deposit of \$500 must accompany the application and may be charged to your credit card. This non-refundable deposit will be applied to your final payment of \$5,000.**
- ◆ Note: Failure to meet the payment deadline may result in release of space to another company.
- ◆ Hotel fees for food and other associated expenses. (Paid directly to the hotel by the company with specifics to be arranged with the hotel.)

For further information, please contact Dr. David Eubanks and/or Jo Ann Sherwood at CSRC.

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